

Registration Information

Register Early

Many of our camps fill quickly! So if you want your first choice, we encourage early registration. Take advantage of our payment plan and early bird discounts! (see page 5)

Camp Registration

Registration begins Tuesday, Jan. 21 at 8:30 a.m. via internet, mail-in, fax and drop-off registration. All registrations received before Jan. 21 will be processed beginning Jan. 21.

Four Easy Ways to Register!



Most convenient method.
7 days a week.

1. Online: www.rockenroll.rockvillemd.gov

(Credit card registrations only)

A family account must be set up prior to online registration option. See page 22 for more details.

2. Fax to:

240-314-8659

(Credit card payments only)

3. Mail to:

Department of Recreation and Parks
City of Rockville, 111 Maryland Ave.,
Rockville, MD 20850
Attn: Registration Desk
Checks payable to City of Rockville

4. Walk-In:

8:30 a.m. - 4:30 p.m.

- Rockville City Hall
- Rockville Swim and Fitness Center
- Rockville Senior Center
- Croydon Creek Nature Center
- Lincoln Park Community Center
- Thomas Farm Community Center
- Twinbrook Community Recreation Center

A separate registration form is required for each child. Registration form may be duplicated. Separate payment is necessary for each family. Each registration is processed separately. Every effort will be made to accommodate requests that children be placed together, though there is no guarantee. Note: Of each camp fee, \$25 is a non-refundable deposit.

- Payment must be made upon registration using credit card or check, made payable to the City of Rockville. Note: There is a \$35 returned check charge. Do not send cash. See Camp Payment Plan for additional information.
- Registrations cannot be transferred from one child to another due to waiting lists.

Camp Payment Plan

The payment plan divides the total amount due into four equal payments: 25% of the total fees will be due at the time of registration, with the remaining payments due April 1, May 1 and June 2. Register early to take full advantage of this opportunity as payment due dates will not be changed. For example, if you register for programs in April, 50% of the fees will be due, with the remaining installments due May 1 and June 2. If you register for programs in May, 75% of the fees will be due, with the remaining installment due June 2. A debit or credit card is necessary to access the payment plan option. This option must be selected at the time of registration.

To sign up for the payment plan option, check the "Schedule Payments" box on the internet display screen or the payment plan box on the registration form. Payment plans will not be available after June 2. All payment plans will be assessed a 3% late fee if the payment is received more than five days after the due date. Outstanding balances after June 8 could result in the child being withdrawn from the program.

Registration Information

Camp	Dates	Reg. Deadline
Session 1	6/16-6/27	5/21
Session 2	6/30-7/11	6/4
Session 3	7/14-7/25	6/18
Session 4	7/28-8/1	7/2
Session 5	8/4-8/8	7/9
Session 6	8/11-8/15	7/16
Session 7	8/18-8/22	7/23

If the deadline has passed, call 240-314-8620 to check the status of the camp in which your child is interested. Late registrations are accepted if space is available. Register early! Avoid having your camp cancelled due to low enrollment. A camp may be cancelled due to insufficient enrollment. A decision will be made by the registration deadline at which time participants will be notified.

Age Requirement

Participation in most programs is based on child's age as of Sept. 1, 2014 (per MCPS). Note: Most Preschool Camps require that children be the appropriate age at the start of the camp. See specific camp descriptions for details.

Camp Confirmation

Notification of camp status will be emailed within one week of registration for those registering via fax or mail. Make sure your email is current in our system.

Refund Policy

Refund requests must be received, in writing, at least two weeks prior to the start of the program. This will allow for accurate decisions on staffing, planning and the purchase of supplies and equipment.

You may choose either a credit to be placed on your recreation account or a refund. Note: All credit or refund requests are less the \$25 non-refundable deposit per program. No refunds can be issued after the two-week deadline.

Transfer Request

Transfer requests from one camp to another are subject to space availability. All requests must be in writing. Registrations cannot be transferred from one child to another if there is a waiting list.

Waiting List

If your desired camp is filled, you will be notified and placed on the waiting list and your payment will be returned.

We will make every effort to accommodate those on the waiting list. When and if an opening becomes available, we will go to the waiting list to fill the camp.

Am I a Resident?

City residents are those individuals residing within the City's corporate tax limits and therefore pay the resident rate for camp fees. Verify your residency to avoid disappointment. Do not assume that a Rockville mailing address is within the City's corporate tax limits. Proof of residency may be requested via a driver's license or water bill.

How to  **Online**

24 hours a day/7 days a week

Rock Enroll is our online registration for recreation programs.

- A family account must be set up in advance to register online.
- Go to www.rockenroll.rockvillemd.gov and complete the online registration form to receive a family account.
- Instructions on how to retrieve your family account and personal ID number will be emailed within 1-2 business days.
- Registration can be completed via fax, mail or walk-in without a family account set up in advance.